

हेमवती नन्दन बहुगुणा गढ़वाल विश्वविद्यालय
केन्द्रीय विश्वविद्यालय
श्रीनगर गढ़वाल, उत्तराखण्ड-246174

HEMVATI NANDAN BAHUGUNA GARHWAL UNIVERSITY
(A Central University)
Srinagar Garhwal, Uttarakhand – 246174

GSTIN-05AAALH0213N3ZE	PAN- AAALH0213N	TAN N- MRTH00338C
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NIT NO. : HNBGU/S&P/ET/2024/05

Dated: 17-09-2024

**E-TENDER DOCUMENT
FOR**

"E-TENDER FOR Hiring of Three Commercial Vehicles (Buses)"

**FOR THE SRINAGAR, PAURI and TEHRI CAMPUSES (01 bus for each campus)
OF
"H.N.B. Garhwal University, Srinagar Garhwal"**

Last Date & Time of Submission of Bid	Up to 14:00 Hrs on 27/09/2024	
Date & Time of Online Opening of Bids	Technical Bid	Price Bid
	14:00 Hrs on 28/09/2024	15:00 Hrs on 28/09/2024

<https://eprocure.gov.in/eprocure> or www.hnbgu.ac.in

(Total No of Pages 0-16)

Prof.(N.S.Panwar)
Registrar

**HEMVATI NANDAN BAHUGUNA GARHWAL UNIVERSITY
SRINAGAR GARHWAL, UTTARAKHAND**

E- Tender Enquiry (ETE)

NIT NO. : HNBGU/S&P/ET/2024/05

Dated: 17/09/2024

Name of Work:- Hiring of three Commercial Vehicles(Buses)" for H.N.B. Garhwal University, Srinagar, Garhwal

Online open Percentage Rate Bids/ Tenders in Two Bid system (1.Technical 2. Financial) are invited from reputed Bidders for **the hiring of registered commercial vehicles on a monthly basis for Srinagar, Pauri and Tehri Campuses of the University**. Kindly submit your bid / tender giving **lowest Rate** along with terms and conditions through online mode only on e-Procurement portal <https://eprocure.gov.in/eprocure> on or before **27/09/2024**. The tender forms and other details can be obtained from the websites <https://eprocure.gov.in/eprocure> or www.hnbgu.ac.in

NAME OF WORK	"Hiring of three Commercial Vehicles (Buses) for Srinagar, Pauri and Tehri Campuses of H.N.B. Garhwal University Srinagar Garhwal, Uttarakhand"
TENTATIVE ESTIMATED COST	Rs. 3600000.00
EARNEST MONEY DEPOSIT (EMD)	Rs. 72000.00
Tender Fee (Non Refundable)	Rs. 590.00 (500.00+ 18% GST)
Tender Type (Open/ Limited/EOI/Auction/Single)	Online Open
COMPLETION PERIOD	As per the University instruction
Last date & time of online submission of bid, online EMD, and other documents as specified in the bid document	Up to 14:00 Hrs on 27/09/2024
Date of Opening of bids	14:00 Hrs on 28/09/2024
Validity of tender	90 days from the date of opening of financial bids
Performance Guarantee	05 % of tender cost
The tender forms and other details can be downloaded from the websites https://eprocure.gov.in/eprocure or www.hnbgu.ac.in	

Prof.(N.S.Panwar)
Registrar

Scope of Work

Description of Work	Approx. Cost Rs.in Lakhs with all the taxes/ transport
<p>The University seeks to hire three Commercial Vehicles (Buses) for the Srinagar, Pauri, and Tehri campuses of H.N.B. Garhwal University, Srinagar Garhwal, Uttarakhand.</p> <p>The details are as follows:</p> <ol style="list-style-type: none">1. One 28-seater commercial vehicle for the Pauri Campus.2. One 32-seater commercial vehicle for the Tehri Campus.3. One 32-seater commercial vehicle for the Srinagar Campus.4. The total estimated rate specified in the tender document includes the cost of hiring three Commercial Vehicles for duration of one year.5. Payments will be made monthly, based on the bills submitted by the vendor.6. GST will be paid additionally on the monthly bill by the University, as mandated by Government laws or as applicable.7. Commercial Vehicles (Buses) must not be older than the year 2022."8. The University will not be responsible for expenses such as the driver's and co-driver's salaries, maintenance costs, diesel, or any other taxes .9. The University will pay only the GST on the bill submitted by the bidder.	Rs. 3600000.00

Eligibility Criteria

Only those bidders, who are Registered Sole Proprietor /Partnership firm or Company and meet the following conditions, can participate in the tender. Following Certificates must be scanned and uploaded:

1. Self-attested Documentary proof of registration of Sole Proprietorship/Partnership firm.
(The bidder's firm must be a registered Sole Proprietorship/Partnership firm).
2. The bidders submit the rate of only the vehicles passed as commercial vehicle by RTO office of Govt. of Uttarakhand. The proof of vehicle fitness certificate of current year should be produced along with Registration, Insurance, etc. (Certificates must be scanned and uploaded).
3. The lowest bidder shall make available the vehicle at the place, to be decided by the university, for inspection. If the university is satisfied with the condition of the vehicles, only then, the work order shall be awarded to the lowest bidder. If the lowest bidder is not able to provide vehicle(s) in good condition resulting in non-issue of the work order, the earnest money of such bidder shall be forfeited.
4. The bidder shall have experience of supplying vehicles to Central/State Govt. organization/ PSU for a minimum of six month (Certificates must be scanned and uploaded).
5. The bidder must submit at least Registration certificate of Registration of Commercial Vehicles (Certificates must be scanned and uploaded).
6. Period of contract: The contract will be initially for a period of two year. However, the contract may be extended subsequently, on mutual consent, and on same terms and conditions for a period of more one year at a time (up to a maximum of three years) on review of performance, depending upon the requirements and administrative conveniences of the office.
7. Reporting Place: Any place within the jurisdiction under HNBGU, Srinagar, Garhwal.
8. Self-attested Documentary proof of **GST** Certificate.
(The bidders must have a valid GST No. to participate in the tender.)
9. Self-attested Documentary proof of PAN Card.
10. An undertaking by the bidder of the effect that he/she has not been "Blacklisted/Debarred by any agency/department".

GUIDELINES FOR BIDDER /GENERAL TERMS & CONDITIONS

1. The interested bidder must read all terms and conditions of HNBGU carefully. He / She should only submit the bid if he/she considers himself/herself eligible and has all the documents required.
2. Information and Instructions for bidders posted on the website shall form a part of bid documents. Information and Instructions can be seen and downloaded from the website gem/CPPP free of cost.
3. The bid can be submitted only on the **Central Public Procurement Portal (CPPP)**'. Refer to the instructions for the bidders and bidder manuals for more details.
4. Those firms that are not registered on the website mentioned above must get registered beforehand. If needed they can be imparted training on the online bidding process as per details available on the website.
5. Bidder shall upload the documents in the form of PDF format only.
6. If any cell is left blank and no rate is quoted by the bidder, the rate of such item shall be treated as "0" (ZERO).
7. Copy of Enlistment Order and other documents as specified in the bid document shall be scanned and uploaded to the e-tendering website within the period of bid submission.
8. Online bid documents submitted by intending bidders shall be opened only for those bidders, whose EMD is deposited, and other documents are scanned and uploaded, and found in order. The bid submitted shall become invalid and the e-tender processing fee shall not be refunded if (i) The bidder is found ineligible. (ii) The bidder does not deposit online EMD. (iii) The bidder does not upload all the documents (including GST registration) as stipulated in the bid documents.
9. TDR of Rs. **72,000.00** as EMD must be deposited by the Bidder in favor of Finance officer HNBGU Srinagar.
10. The bidders should quote their lowest rates based upon the Terms and Conditions forming part of their tender document. Order will be placed to the successful bidder (quoting lowest rates) out of the eligible bidders.
11. The Earnest Money Deposit (EMD) of bidders, whose rates are not approved, will be returned within 30 days upon finalization of the tenders. No interest will be paid on the amount of the security deposit. However, the security deposit of the bidder, whose rates are accepted, will be returned on submission of performance undertaking after completion of one year after awarding the order and the EMD will be released and adjustment of the final account will be made.
12. The quoted rate should be valid till the end of the agreement period.
13. In case, the vendor/ firm fails to comply with the terms & conditions, the University may terminate the • contract without assigning any reason.
14. Kindly furnish your GST Number in your quotation/tender for our records.
15. All suits shall be in the courts of Pauri Jurisdiction only.
16. The successful bidder will be liable to supply the vehicle in time after work order. If the successful bidder does not provide the vehicle in time or stops the Supply midway or leaves the Order altogether, his/her **Performance or Bank Guarantee** will be forfeited and the University shall have the right to cancel the order.
17. At any time before the deadline for submission of bids, the University may, if necessary, modify the tender document by a written amendment. All prospective Tenders will be notified of the amendment which will be binding to all the bidders. The amendments will be notified on the websites www.hnbg.ac.in.
18. The rates of all the demanded vehicles shall be filled online only. A scanned copy of this document is not to be attached along with other enclosures.

19. Technical/Qualifying Bid :

HNBGU/S&P/ ET/2024/05

- a) The Technical bid should be submitted online in cover-I mentioned above.
- b) All documents asked must be uploaded as part of the Technical/Qualifying bid.

20. Financial Bid:

- a)) The Financial Bid must be submitted online only. The Financial Bids of bidders who are found technically qualified will be opened on a specified date and time. A duly constituted Tender Evaluation Committee (TEC) will evaluate the Financial Bids.
- b) The quoted rates shall be firm and final for the entire duration of the contract (Two Year).
- c) The terms of payment, as outlined in the Tender Document, shall be final.
- d) At the time of bill payment, income tax and other applicable taxes, if any, will be deducted at source, in accordance with prevailing Government rules and guidelines.

Opening of Bids: The University authority will decide those bids qualified after the Technical evaluation.

- 21. Criteria for Bid Evaluation: The contract will be awarded to the bidder who will have the lowest rates.
- 22. Acceptance/Non-acceptance of bids: The tenders that do not fulfill any of the above conditions or are incomplete in any respect are liable to be rejected.
- 23. The University Authority reserves the right to accept or reject any or all tenders without assigning any reasons thereof and the bidder shall have no right, whatsoever, to challenge the same.
- 24. Tenders shall be kept valid for at least a period of 90 (Ninety) days from the date of opening.
- 25. Tender should be submitted through online mode only at the **e-Procurement portal** <https://eprocure.gov.in/eprocure> along with all the supporting documents. For details of the online submission process refer to bidder manuals on the e-Procurement portal. Bidders are advised to go through Instructions to bidder for e-tendering before submitting tender online. Manual submission of tender is not permitted and bids submitted manually will be rejected.

26. Security Deposit :

- a) The successful tenderer will have to deposit performance security (security deposit) for an amount of **05% (Five percent)** of the value of the contract in the form of a Bank Guarantee for the validity **period of 15 months**. The Security Deposit will not be adjusted against any payment due to the firm from the Department or the Central Government.
- b) The Security Deposit can be forfeited, wholly or partly, by order of the competent authority in the event of any breach or negligence or non-observance of any condition of the contract or for unsatisfactory performance or for non-acceptance of the work order. On the expiry of the contract, such portion of the said security deposit as may be considered by the HNBSGU sufficient to cover any incorrect or excess payments made on the bills to the firm shall be retained until the final audit report on the account of the firm's bill has been received and examined.
- c) A letter of intent will be issued to the successful bidder/bidders. The successful bidder shall have to submit a performance security within 14 days from the issue of the letter of intent, from the scheduled bank.
- d) Issuance of the final work order is contingent upon the production of the performance security.

27. Penalties:
 a) Vehicles should be made available within tender period for the purpose. In case of failure to available the vehicle, a penalty of Rs.5000/= will be imposed on each occasion, in addition to the pro-rata deduction of rental in the monthly bill, if any.
28. HNBGU reserves the right to amend or withdraw any of the terms and conditions contained in the Tender Document or to reject any or all tenders without giving any notice or assigning any reason. The decision of the competent authority of the HNBGU in this regard shall be final and binding on all.
29. Documents related to the vehicle.
 • RC book copies of the vehicle.
 • Road Tax Clearance • Pollution Control Certificate.
 • Comprehensive Insurance certificate.
 • Fitness Certificate.
 All permits and licenses will have to be kept inactive condition and be renewed timely at own cost and will be the sole responsibility of contractor during the contract period with providing driver of good behavior, non alcoholic and having commercial vehicle driving license.
30. The Bidder is expected to examine all instructions, forms, specifications, terms, and conditions in the Bid Documents. Failure to furnish all information and documents required as per the Bid Documents or submission of bids not substantially responsive to the Bid Documents in every respect will be at the Bidder's risk and shall result in rejection of the bid.
31. The contract will initially be for a term of two years, with the option for termination by either party with one month's notice. However, it may be extended for an additional one year, with mutual agreement, under the same terms and conditions, subject to performance reviews and the office's needs and administrative considerations.
32. No payment will be provided to the bidder during the summer and winter vacations.
33. If the contractor does not provide the said vehicle to the university during college time, the university will not make any payment to the contractor for that period.

I/We have carefully read the above terms & conditions and undertake to abide by the same.

Firm's Name	
Owner's Name	
Signature of owner	

Check List / Mandatory Documents to be uploaded

Note: The Technical Bid shall be instantly rejected if the following documents are not scanned and uploaded online.

Sl.No.	Particulars	Yes/No
1.	A copy of the Registration certificate of the firm/company/agency.	
2.	A copy of the appropriate PAN Card.	
3.	A copy of appropriate registration of GST.	
4.	A copy of the Income Tax Return of the firm/company/agency (Individual in case sole proprietary firm) for the last three financial years.	
5.	A copy of the form of affidavit undertaking by the Bidders regarding non-debaters or black listed by any organization.	
6.	A copy of declaration by the Bidder regarding acceptance to Terms & Conditions of the Tender.	
7.	EMD of Rs. 72000.00	
8.	Tender fee of Rs. 590.00	

Bidders Profile Form

Sl. No.	Firm's Name	
1.	Owner's Name	
2.	Full Postal Address	
3.	E-mail address	
4.	Contact Person's Name	
5.	GST No (Enclose Xerox Copy)	
Note: Supplier must print GST No. and Current Bank Account No. With IBAN No. on their Letter Head/Bill/ Quotations.		

Mandate Form

Electronic Clearing Service (Credit Clearing)/Real Time Gross Settlement (RTGS) Facility for Receiving Payment

Detail of Account Holder:

1.	Firm/Contractor/Agency	
2.	Name of Accounts Holder	
3.	Complete Contact Address	
4.	Telephone Number/Mobile Number	
5.	E-mail	

Bank Account Detail:

1.	Name of Bank	
2.	Branch Name with Complete Address	
3.	Telephone Number and E-mail of Bank Branch	
4.	Whether the Branch is computerized?	
5.	Whether the Branch is RTGS enabled? If yes, then what is the Branch's IFSC Code?	
6.	Is the Branch also NEFT enabled	
7.	Type of Bank Account (SB/Current/Cash Credit)	
8.	MICR Code of Bank	
9.	Complete Bank Account Number	
10.	Repeat Bank Account Number	

Financial Bid

Sl. No.	Description of the work	Total annual estimated cost, including those mentioned in the scope of work, for all three vehicles
1.	<p>The University seeks to hire three Commercial Vehicles (Buses) for the Srinagar, Pauri, and Tehri campuses of H.N.B. Garhwal University, Srinagar Garhwal, Uttarakhand. The details are as follows:</p> <ol style="list-style-type: none"> 1. One 28-seater commercial vehicle for the Pauri Campus. 2. One 32-seater commercial vehicle for the Tehri Campus. 3. One 32-seater commercial vehicle for the Srinagar Campus. 4. The total estimated rate specified in the tender document includes the cost of hiring three Commercial Vehicles for duration of one year. 5. Payments will be made monthly, based on the bills submitted by the vendor. 6. Good Service Tax (GST) will be paid additionally on the monthly bill by the University, as mandated by Government laws or as applicable. 7. Commercial Vehicles (Buses) must not be older than the year 2022." <p>The University will not be responsible for expenses such as the driver's and co-driver's salaries, maintenance costs, diesel, or any taxes other than GST.</p>	<p>Estimated cost for the items listed in the scope of work in NIT No/HNBGU/S&P/ET/2024/05 (Page No. 02 of the tender document). The total estimated cost for the hiring of three Commercial Vehicles (Buses) for the Srinagar, Pauri, and Tehri campuses is ₹36,00,000.</p> <p>"Rates will be submitted by the vendors as a percentage, with potential adjustments either up or down".</p>

Note :

1. Rates quoted should be inclusive of vehicle running expenses, vehicle maintenance, driver, conductor, RTO expenses, vehicle insurance, toll tax, etc. *The minimum running of the buses will be 50 km per day and maximum running of the buses will be 100 km/day.*
2. Rates quoted should be inclusive of all taxes except Good Service Tax (GST). Goods Service Tax (GST) will be paid extra as [per Govt. rates applicable from time to time. Proof of deposit of Goods Service Tax (GST) to appropriate authority should be submitted quarterly to respective term.
3. The Rate of the above-mentioned vehicles shall be filled online only. A scanned copy of this document is not to be attached along with other enclosures.

**DECLARATION REGARDING ACCEPTANCE TO TERMS & CONDITIONS
OF THE TENDER**

(On the Letter Head of the Firm/Agency)

To :

The Registrar
Hamwati Nandan
Bahuguna Garhwal
University Srinagar
Garhwal, Uttrakhand

Regarding: Acceptance of Terms and Conditions

- A. I/We, Owner / Director/authorized signatory of the Company/Firm M/s ___, is competent to sign this declaration and execute this tender document.
- B. I have carefully read understood and accepted all the terms and conditions of the tender and undertake to abide by them.
- C. The information/documents furnished along with the above application are authentic to the best of my knowledge and belief. I/we, am/are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Date:

Signature of Authorized Person:

Place:

Name:

Seal :

Note: Scanned copy of this document is to be uploaded along with other enclosures.

**DECLARATION REGARDING ACCEPTANCE TO TERMS & CONDITIONS
OF THE TENDER**

(On the Letter Head of the Firm/Agency)

To,

The Registrar
Hamvati Nandan Bahuguna
Garhwal University Srinagar
Garhwal, Uttarakhand

Regarding: Acceptance of Terms and Conditions

- A. I/We, Owner/Director/authorized signatory of the Company/Firm M/s _____ is competent to sign this declaration and execute this tender document.
- B. I have carefully read understood and accepted all the terms and conditions of the tender and undertake to abide by them.
- C. The information/documents furnished along with the above application are authentic to the best of my knowledge and belief. I/we, am/are well aware of the fact that furnishing of any false information/ fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Date:

Signature of Authorized Person:

Place:

Name:

Seal :

Note: Scanned copy of this document is to be uploaded along with other enclosures.

DECLARATION REGARDING BLACKLISTING / NON-BLACKLISTING

I/We Director(s)/Authorized Signatory of M/S hereby declare that the Company has not been blacklisted or debarred in the past by H.N.B. Garhwal University Srinagar Garhwal or any other Government department /organization/ Under-taking from taking part in Government tenders.

Or

I/We Director(s) of M/S.----- hereby declare that the Company namely M/S.- ----- Was blacklisted or debarred by H.N.B. Garhwal University Srinagar Garhwal, or any other Government Department from taking part in Government tenders for a period of years.....w.e.f.----- The period is over on ----- and now the company is entitled to take part in Government tenders. In case the above information is found false I/We are fully aware that the tender/ contract will be rejected/canceled by H.N.B. Garhwal University, and EMD shall be for flitted. In addition to the above, H.N.B. Garhwal University, will not be responsible to pay the bills for any completed/partially completed work.

SIGNATURE OF THE BIDDER WITH SEAL

Note: Scanned copy of this document is to be uploaded along with other enclosures.

Form of Performance Security (Guarantee)
(BANK GUARANTEE BOND)

In consideration of the President of India (hereinafter called “the Government”) having offered to accept the terms and conditions of the proposed agreement between.....and (Hereinafter called “the said Vendor/Supplier(s)”) for the work(Hereinafter called “the said agreement”) having agreed to production of an irrevocable Bank Guarantee for Rs.....(Rupees.....only) as a security/guarantee from the contractor(s) for compliance of his obligations in accordance with the terms and conditions in the said agreement,

1. We,(hereinafter referred to as “the Bank”) hereby undertake to pay to the Government an amount not exceeding Rs. (Rupeesonly) on demand by the Government.

2. We,.....(indicate the name of the bank)do hereby undertake to pay the amounts due and payable under this Guarantee without any demure, merely on a demand from the Government stating that the amount claimed as required to meet the recoveries due or likely to be due from the said contractor(s). Any such demand made on the bank shall be conclusive as regards the amount due and payable by the bank under this guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs.....(Rupees only).

3. We, the said bank further undertakes to pay to the government any money so demanded notwithstanding any dispute or disputes raised by the contractor(s) in any suit or proceeding pending before any court or tribunal relating thereto, our liability under this present being absolute and unequivocal. The payment so made by us under this bond shall be a valid discharge of our liability for payment there under and the contractor(s) shall have no claim against us for making such payment.

4. We, (indicate the name of the bank).....further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for performance of the said agreement and that it shall continue to be enforceable till all the dues of the Government under or by virtue of the said agreement have been fully paid and its claims satisfied or discharged or till Engineer-in-charge on behalf of the government certified that the terms and conditions of the said agreement have been fully and properly carried out by the said contractor(s) and accordingly discharges this guarantee.

5. We,(indicate the name of the bank).....further agree with the Government that the Government shall have the fullest liberty without our consent and without effecting in any manner our obligations hereunder to vary any of the terms and conditions of the said agreement or to extend time of performance by the said contractor(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by the government against the said contractor(s) and to forebear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said contractor(s) or for any forbearance, act of omission on the part of the government or any indulgence by the Government to the said contractor(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

6. This guarantee will not be discharged due to the change in the constitution of the Bank or the contractor(s).

7. We,(indicate the name of the bank).....lastly undertake not to revoke this guarantee except with the previous consent of the Government in writing.

8. This guarantee shall be valid up to, unless extended on demand by Government. Notwithstanding anything mentioned above, our liability against this guarantee is restricted to Rs.....(Rupees only) and unless a claim in

writing is lodged with us within six months of the date of expiry or the extended date of expiry of this guarantee all our liabilities under this guarantee shall stand discharged.

Dated: the..... day of

**Seal & Signature with Name & Address
For (indicate the name of the bank)**

Estimated cost for the items listed in the scope of work in NIT No/HNBGU/S&P/ET/2024/05 (Page No. 02 of the tender document). The total estimated cost for the hiring of three Commercial Vehicles (Buses) for the Srinagar, Pauri, and Tehri campuses is ₹36,00,000.